

Coordinator, International Bacc Primary Years Programme



Job Code
000335

FLSA Status
Exempt

Pay Level (Grade)
00012

Reports To
Principal

Calendar - Primary
M - 195 Inst

Mission Statement

- We serve as trusted partners in education with our students, families, and community.
- We prepare our students to be critical thinkers, responsible digital citizens, innovators and visionaries, resilient individuals, and global collaborators.
- We commit to inclusive practices and equity with an expectation of excellence from every student and employee every day.

Job Summary

Essential Responsibilities

This job description is a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Additionally, the scope of this job may change as necessary by the school division.

To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.

PWCS requires that each employee:

- work collaboratively with all stakeholders in Launching Thriving Futures,
- establish and maintain cooperative and effective working relationships with others,
- communicate effectively,
- relate to and interact with a non-traditional and diverse student and employee population,
- report to work on a regular and punctual basis as scheduled,
- perform all other related work delegated or required to accomplish the objectives of the total school program,
- have knowledge of and be able to use relevant technology,
- participate in the annual professional growth planning process, and
- recognize that they are in a position of public trust and are held to a high standard of personal and professional conduct.

Essential Responsibilities - specific to this job

- Assists the principal in planning and implementing the International Baccalaureate Primary Years Programme (IBPYP) for students in kindergarten through grade five
- Provides leadership in developing and supporting the vision of the IBPYP in the elementary school
- Prepares and organizes dissemination of information about the International Baccalaureate Primary Years Programme
- Organizes, implements, and evaluates the application process for the IBPYP
- Assists in the planning and implementation of IBPYP professional development programs and appropriate staff meetings
- Assists in IBPYP curriculum development and implementation
- Selects and procures instructional materials for IBPYP
- Maintains records for the IBPYP Programme
- Counsels and confers with students, teachers, and parents of IBPYP students
- Develops and implements an effective program of school-community communication and interaction for the IBPYP
- Works effectively with appropriate business and community groups to develop business and community partnerships for the IBPYP
- Aids and assists the principal with preparation of written reports, including statistical reports for the International Baccalaureate Organization
- Other Duties as Assigned

Other Job Responsibilities**Qualifications for Successful Performance****Knowledge, Skills, Abilities and Behaviors**

- Leadership qualities, presentation, facilitation and organizational skills, and personal characteristics necessary to work effectively with students, teachers, administrators, parents and community
- Must have documentation of recognition as an outstanding teacher and instructional leader

Education or Equivalency Requirements

Minimum/ Preferred	Education level	Description
Minimum	Bachelor's Degree	

Work Experience Requirements

Equivalent to at least	Type	Area or Field

Certification and License Requirements

Certifications/	Comments

Licensures

State	Must hold or be eligible for a Postgraduate Professional Certificate with a teaching endorsement
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Work Environment and Physical and Mental Requirements

The work environment and physical and mental demands described here are representative of those an employee encounters and is expected to meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment Type: INDOOR: Work is performed in a standard office, classroom, or indoor environment. Essential functions are regularly performed without exposure to adverse environmental conditions; however, employees may be exposed to minor inconveniences such as occasional noise, exposure to computer screens, crowded working conditions, and/or minor heating, cooling or ventilation problems.

Physical /Sensory Requirements

Frequency

Light work that includes lifting and moving objects up to 20 pounds.

Medium work that includes lifting and moving objects up to 50 pounds.

Heavy work that includes lifting and moving objects up to 100 pounds or more.

Ascend or descend ladders, stairs, scaffolding, ramps, poles or similar.

Move about to accomplish tasks or move from one work site to another.

Remain in a stationary position, often standing or sitting for prolonged periods.

Operate non-office machinery and/or power tools.

Repeat motions that involve the wrists, hands and/or fingers.

Move in different positions to complete tasks in various conditions and spaces.

Operate motor vehicles or heavy equipment.

Match or detect differences between colors, including shades of color and brightness.

See details at a distance.

See details at close range (within a few feet of the observer).

See objects in the presence of glare or bright lighting.

See objects in the low lighting.

See objects or movement of objects using peripheral vision.

Mental/Cognitive Requirements	Frequency
Listen to and understand information presented through spoken words and sentences.	
Read and understand information presented in writing.	
Communicate information in speaking so others will understand.	
Communicate information in writing so others will understand.	
Ability to generate ideas or develop creative ways to solve problems.	
Ability to tell if something is wrong or is likely to go wrong.	
Ability to apply general rules to specific problems to produce workable answers.	
Ability to combine pieces of information to form general rules or conclusions.	
Ability to arrange for certain order or pattern according to a specific or set of rules.	
Ability to create and apply rules for combining or grouping things in different ways.	
Ability to choose the right mathematical methods or formulas to solve a problem.	
Ability to add, subtract, multiply, or divide quickly and correctly.	
Ability to recall available information.	
Ability to acquire and organize visual information.	
Ability to manipulate and organize spatial information.	
Ability to apply and maintain attention.	
Ability to manipulate and control objects.	
Assess the accuracy, neatness, and thoroughness of the work assigned.	
Other Requirements Not Identified Above	

Other Related Job Information	
Budget authority: Not anticipated/applicable Number of direct reports: None Number of schools served: As assigned	
Other Related Information	Description
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Prince William County Public Schools (PWCS) does not discriminate in employment nor in the provision of educational programs, services and activities on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, disability, genetic information, or any other basis prohibited by law.